



CITY OF AUGUSTA

REQUEST FOR PROPOSAL

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) GRANT PROGRAM FISCAL YEAR 2014

I. INTRODUCTION

The City of Augusta is issuing a Request for Proposals (RFP) for funding consideration under the Housing Opportunities For Persons With AIDS (HOPWA) grant program for Fiscal Year January 1, 2014 through December 31, 2014. Funded by the U.S. Department of Housing and Urban Development (HUD), \$938,098.00 has been made available to provide housing assistance and supportive services to eligible persons residing in the Metropolitan Statistical Area (MSA) consisting of Burke, Columbia, McDuffie, Lincoln and Richmond and two counties in South Carolina; Aiken and Edgefield. Eligible persons are of low income¹ who have HIV/AIDS, and their affected family members. Funds are made available under this RFP on a pro-rata basis to each county based on the cumulative HIV/AIDS cases reported from 1997 through present, as documented by the Georgia Department of Health.

II. SUBMISSION INFORMATION

A. General Instructions

For funding consideration, proposed projects must meet the general HOPWA eligibility requirements identified in Section I. Agencies and organizations responding to this RFP must complete the attached funding application.

The Augusta Housing and Community Development (AHCD) staff will conduct an initial review to determine if an application warrants further consideration. Applications that are late, incomplete, or fail to meet minimum requirements will be rejected. The application must be typed (not handwritten) with a legible typeface no smaller than 12 point type and should be sequentially numbered from the first page (checklist) to the last page. Applicants must provide one bound copy. Copies must be signed in blue ink. Forward the applications to:

Maria Young
City of Augusta
Housing & Community Development Department
925 Laney Walker Blvd., 2nd Floor
Augusta, GA 30901

Applications must be mailed and postmarked by Friday, May 2, 2014
NO HAND DELIVERED APPLICATIONS WILL BE ACCEPTED

¹ Low income means any individual or family whose incomes do not exceed 80 percent of the area median income, as determined by HUD.

SECTION I

HOPWA GRANT PROGRAM DESCRIPTION

INTRODUCTION

The City's Housing Opportunities For Persons With AIDS (HOPWA) Grant Program provides assistance to low-income individuals diagnosed with HIV/AIDS and their family members living with them. The program is part of the City's strategy to provide housing and supportive services to low-income members of special needs populations.

The Program is funded with Housing Opportunities For Persons With AIDS (HOPWA) entitlement funds annually awarded to the City by the U.S. Department of Housing and Urban Development (HUD). As such, all activities must comply with applicable HOPWA regulations, which are found in 24 CFR 574. The program is designed to:

- provide outcomes of a stable living environment in housing that is safe, decent and sanitary; reduced risks of homelessness for persons with HIV/AIDS; and improving access to HIV treatment and other health care services for the program participants
- serve low and moderate income persons diagnosed with HIV/AIDS and their family members living with them by providing HOPWA-eligible housing and services
- serve persons with HIV/AIDS living in Burke, Columbia, McDuffie and Richmond counties in Georgia and Aiken and Edgefield counties in South Carolina
- award funding for housing and supportive service programs to nonprofit agencies to serve eligible client population
- develop and maintain a continuum of affordable housing assistance programs to prevent homelessness, serve the homeless, and provide other permanent housing opportunities and related supportive services for HOPWA-eligible clients
- work primarily with existing housing resources
- provide services based on need since this is not an entitlement
- provide one year of funding for approved projects

The City seeks applications that will:

- help increase access to stable permanent housing opportunities that include low income, permanent housing, project based and tenant based rental assistance, transitional housing
- prevent homelessness
- provide housing accompanied by appropriate supportive services including case management and improved access and usage of HIV/AIDS treatment and other health care
- assess each program participant's housing needs, prepare a housing plan, and work with the person to achieve the plan
- encourage the self-sufficiency and stability of participants by securing eligible mainstream resources and other services that bolster independence as well as employment for participants when feasible. (Mainstream programs may include Food Stamps, PeachCare, SSI, and similar Federal and State programs.)
- address priorities identified in the Needs Assessment
- coordinate activities with other public and private agencies serving persons with HIV/AIDS
- provide confidentiality for program participants
- provide services free of charge except for rent

CRITERIA FOR HOPWA-FUNDED PROJECTS.

Although the **feasibility** of an HOPWA-funded project relies on many factors, the **eligibility** of a project depends on compliance with basic criteria and the provision of adequate information to properly evaluate a proposed project.

1. The applicant must be a HOPWA eligible project sponsor, a nonprofit organization that meets criteria listed in the Agency Profile and that includes provision of services / housing to persons with HIV/AIDS as one of its primary purposes.
2. The proposed projects must include HOPWA-eligible activities per 24 CFR 574.
3. The projects must serve only HOPWA eligible program participants, who are low-income individuals diagnosed with acquired immunodeficiency syndrome or related diseases (HIV/AIDS) and the person's family members.
4. Projects must address the goals of the program described above.
5. If an application proposes housing construction and rehabilitation, the projects must comply with the **requirements** for housing construction and rehabilitation found in 24 CFR 574.
6. If the application requests funding for a rental assistance program, it must follow the requirements for rental assistance found in 24 CFR 574 when rental programs are developed.
7. The HUD's guidelines for short-term rent, mortgage and utility (STRMU) assistance must be followed.
8. Other requirements affecting all projects must be taken into consideration when designing / developing a HOPWA project.

HOPWA ELIGIBLE ACTIVITIES

There are a number of HOPWA-eligible activities to help meet the housing needs to low-income persons with HIV/AIDS and their families. See 24 CFR 574 for complete information.

- **Housing Information Services** include housing counseling, fair housing information, housing advocacy activities, housing information and referral, and housing search and assistance.
- **Resource Identification** includes outreach and relationship building with landlords, costs involved in creating brochures and web resources as well as staff time to locate and identify affordable housing vacancies.
- **Rental assistance** includes payment of rent, including utilities, for housing which meets local housing codes / quality standards, HUD's standards for Fair Market Rent, and rent reasonableness requirements. Persons that receive rental assistance under this program must pay a portion of their rent and utilities as dictated by HUD guidelines. Rental assistance may include project or tenant based rental assistance but **does not** include short-term supportive housing or short-term rent, mortgage, and utility assistance described below. Rental assistance is not emergency assistance but helps individuals access permanent housing.
- **Short-term supported housing** provides funding for temporary shelters which may include emergency / transitional shelters. This type of housing may provide residence to any eligible person for up to 60 days during any 6-month period. (The 60 days do not have to be consecutive.) HUD's Fair Market Rent does not apply to this program, nor do local housing codes and housing quality standards, or rent reasonableness requirements. However, the City expects the housing conditions to be safe and sanitary and the rents reasonable for the type of housing provided.

- **Short-Term Rent, Mortgage, and Utility (STRMU) Assistance** provides payments to prevent the homelessness of a tenant or mortgagor of a dwelling for costs accruing over a period of no more than 21 weeks during any 52 week period. While HUD does not require compliance with Fair Market Rent guidelines, the City's guidelines specify that no rent will be paid that is higher than the applicable FMR. Neither local housing codes and housing quality standards, nor rent reasonableness requirements apply to STRMU. However, the City expects the assistance to be reasonable and to be used in emergency situations in order to prevent homelessness. Short-term rent, mortgage, and utility assistance are not appropriate as on-going assistance when less expensive, more appropriate housing should be obtained to ensure a client remains housed. All short-term rent, mortgage and utility assistance programs must comply with the guidelines dictated by the City.

Housing assisted with STRMU may have been secured prior to any HOPWA- assistance to the client. Or, the funds may be used to pay emergency rent and utilities to clients that have obtained short-term housing through the HOPWA program with deposits and first month's rent being paid through Housing Placement activity funding.

- **Acquisition, rehabilitation, conversion, lease and repair of housing** provides housing with or without on-site supportive services; it may include independent apartments or shared residences; rehabilitation must bring the facility up to current ADA standards; this may include master leasing of an existing facility. All housing eligible under this activity must meet local housing codes and quality standards; rent reasonableness criteria, HUD Fair Market rent standards, and HUD's rent guidelines.
- **New Construction of Housing** is limited to building single room occupancy (SRO) facilities or community residences. This activity provides funding for construction of housing, which will include multi-unit dwellings that meet local housing codes and quality standards; HUD Fair Market rent standards, rent reasonableness requirements, and HUD's rent guidelines. HOPWA funds may be used to pay the costs of a percentage of units in a SRO or community residence as long as that percentage of units is used to house persons with HIV/AIDS.
- **Operating Costs for Housing** include costs of property maintenance and upkeep, security measures, insurance, utility costs, furnishings and equipment, operating supplies and other incidental expenses. This category includes costs associated with the operation of Short-Term Supported Housing like emergency and transitional shelters
- **Permanent Housing Placement** is a supportive housing activity that helps establish the household in a housing unit and may including reasonable costs of security deposits and first months rent for homeless persons. This shall not exceed two months of rent costs.
- **Supportive Services** include the costs of providing a wide range of supportive services like health, mental health, assessment, permanent housing placement, drug and alcohol abuse treatment and counseling, housing case management and other services necessary to ensure the housing stability of the program participant. Although supportive services not directly related to the provision of housing are eligible for HOPWA funding, housing-related activities will be considered a higher priority for funding.
- **Administrative Costs** - Each project sponsor receiving a HOPWA grant may use no more than 7 percent of the amount received for administrative costs. A lump sum is not provided and costs may include only costs for general management, oversight, coordination, evaluation, and reporting on eligible activities. Such costs do not include costs directly related to carrying out eligible activities, since those costs are eligible as part of the activity delivery costs of such activities.

INELIGIBLE ACTIVITIES

A number of limitations are placed on activities in the HOPWA regulations. They include but are not limited to the following:

- Funds may be used only for activities that are included in the eligible activities described above and listed as eligible for HOPWA-funding in 24 CFR 574.
- Activities are ineligible if they do not serve low- income persons with HIV/AIDS and their family members.
- Activities are ineligible if they do not serve persons living in the MSA.
- Short-term rent, mortgage, and utility assistance to prevent homelessness may not be used to make deposits and pay first month's rent and utilities for homeless persons. (However, Permanent Housing Placement funds may be used for costs not to exceed two months rent.)
- Short-term rent, mortgage, and utility assistance may not be provided for costs accruing for a period of more than 21 weeks in any 52-week period.
- A short-term supported housing facility may not provide residence to any individual for more than 60 days during any six-month period.
- HOPWA funds may not be used to pay rental assistance for housing units that do not meet local housing codes / quality standards (TBRA).
- HOPWA funds may not be used to provide rental or utility assistance that exceeds HUD's Fair Market Rent guidelines
- HOPWA funds may not be used to pay rents that are not comparable for similar or like apartments on the local market. HOPWA funds may be used to pay only reasonable, customary deposits and may not be used to pay extraordinary deposits or fees required by owners because the population is viewed as one with special needs.
- HOPWA funds may not be awarded to a primarily religious organization unless the organization agrees to provide all services free from religious influences and in accordance with principles spelled out at 24 CFR 574.30 (c) (1).
- Funds may be used to rehabilitate or convert a structure owned by a primarily religious organization only under certain conditions spelled out at 24 CFR 574.300(c)(2). Otherwise, funds may not be used to rehabilitate a facility owned by a church/primarily religious organization.

HOPWA-ELIGIBLE PROGRAM PARTICIPANTS

Eligible person means a person with acquired immunodeficiency (AIDS) syndrome or related diseases who is a low-income individual, as defined by HUD, and the person's family.

Documentation of the person's diagnosis of AIDS must be submitted and be from a reliable source (i.e. healthcare provider, health department, I.D. clinic, etc.)

Low income means persons or households with incomes at or below 80% of the Area Median Income. Income must be documented.

Family means a household composed of two or more related persons. The term family also includes one or more eligible persons living with another person or persons who are determined to be important to their care or well being, and the surviving member or members of any family described in this definition who were living in a unit assisted under the HOPWA program with the person with AIDS at the time of his or her death.

An agency will be required to document the AIDS diagnosis and income of project participants.

REQUIREMENTS FOR HOUSING CONSTRUCTION OR REHABILITATION

All projects that request funds for construction, rehabilitation, or conversion of a structure or housing units must comply with the following requirements.

1. **Proof of Site Control**

Proof of site control in the form of a deed, purchase contract or an option should be submitted if improvements are to be made to a building owned by or to be purchased by the applicant. The expiration date of the contract or option must be included. Applications that propose improvements to a leased facility must include a copy of a long-term lease between the applicant and the owner.

2. **Site Information, present zoning and adjoining land uses**

Site information must include a complete legal description of the property. The present zoning of the property must be indicated as well as any required re-zoning or special use permits required for the proposed use. The adjoining land uses must also be described.

3. **Construction Estimates**

The proposed construction costs should be based on estimates made by a contractor, engineer, or architect familiar with the project. The City will review these for feasibility.

4. **Design of Improvements**

The new construction or rehabilitation / conversion improvements must be designed by a licensed architect who will also play an integral part in the public bidding of the project, ensure compliance with all applicable codes and zoning ordinances (including zoning and handicapped accessibility), and oversee construction and verify draw requests.

5. **Competitive Selection of Architects, Engineers & Construction Contractors**

All HOPWA-funded contracts for architectural and engineering services and construction must be awarded in a competitive manner. Methods of bidding and contract award may vary with the approval of the City.

6. **Treatment of Existing Lead-Based Paint and Asbestos**

Elimination or encapsulation of lead-based paint and asbestos in a shelter may be required under certain conditions. Construction estimates should include these costs. Additionally, costs should include a survey of existing lead-based paint and asbestos to be performed prior to construction by qualified entities.

7. **Displacement of Residents or Businesses**

No projects will be funded that result in the displacement of individuals, families or businesses from the site proposed for a shelter.

1. **Compliance with Federal Historic Preservation Guidelines.**

If the building to be rehabilitated is a historically significant structure, the construction work must be undertaken in compliance with Federal Preservation guidelines as interpreted by the State Historic Preservation Office. This may require use of specific materials that should be considered in the construction budget.

2. **Minimum Use Requirements.**

Any building assisted with HOPWA funds must be maintained as a facility to provide housing or assistance for individuals with AIDS or related diseases: a) for a period of not less than 10 years in the case of assistance provided as "Acquisition, rehabilitation, conversion, lease, and repair of facilities" or "New Construction" that involve new construction, substantial rehabilitation or acquisition of a building or structure; b) for a period of not less than 3 years in cases involving non-substantial rehabilitation or repair of a building or structure. Substantial rehabilitation is defined as rehabilitation that involves costs in excess of 75 percent of the value of the building after rehabilitation. The applicant must also submit a description of how it plans to manage/operate the rehabilitated structure for the required period of use.

3. **Compliance with Local Codes and State laws.**

Any housing constructed, renovated or operated with HOPWA funds must meet all applicable local construction, housing, and other applicable codes. These include but are not limited to use and occupancy, zoning, fire and safety, as well as health and sanitation standards. Estimated costs of complying with codes should be included in construction costs. Construction permits are required for renovation. If the shelter requires licensing under local or State law, the agency must obtain and keep proper licensure to receive HOPWA funds. No exceptions are made.

4. **Insurance and Bonding Requirements for Construction.**

Bidders and Contractors will be required to meet bonding requirements established by HUD.

5. **Davis-Bacon Wage Rates.**

Davis-Bacon Wage Rates do not apply to HOPWA-funded construction unless they are combined with funds from other Federal programs that are subject to the Act.

REQUIREMENTS FOR RENTAL ASSISTANCE PROJECTS

Rental assistance (not short-term rent, mortgage, and utilities) may be provided to make housing more affordable for low-income persons with HIV/AIDS and their family members. All housing units supported by rental assistance must comply with local housing codes and quality standards. Rents may not exceed HUD's Fair Market Rent guidelines.

HOPWA-funded rental assistance programs pay the difference between HUD's Fair Market Rent and an amount that is the higher of the following:

30 percent of the household's monthly adjusted income;

10 percent of the household's monthly gross income;

or, if the family is receiving payments for welfare assistance from a public agency and a part of the payments, adjusted in accordance with the family's actual housing costs, is specifically designated by the agency to meet the family's housing costs.

Tenant based rental assistance operates in a manner similar to Section 8 and is tied to the eligible tenant, not the housing unit. The tenant enters into a lease with the property owner and, unless the utilities are included in the rent, is responsible for paying utility costs.

Project based rental assistance is tied to a particular project or housing development. The project / development must comply with local housing codes and quality standards. And program participants assisted through this program cannot receive rental assistance except in the units associated with the project.

Leases are required for persons receiving either tenant or project based rental assistance. Leases are typically limited to a one-year period.

SHORT TERM RENT, MORTGAGE, AND UTILITY ASSISTANCE

Purpose: The purpose of STRMU is to assist households facing a housing emergency or crisis that could result in their displacement from their current housing or in homelessness. This activity may use HOPWA funds to provide short term rent, mortgage, and utility assistance to low income persons diagnosed with HIV/AIDS to forestall eviction, foreclosure, or uninhabitability of the residence.

STRMU is suitable for persons who experience episodic problems with paying rent, mortgage, and utility costs and is not suitable for individuals with chronic problems paying these costs. The funding is not suitable as a long term solution for households that require on-going financial assistance to remain in their homes.

STRMU does not address the needs of people who are homeless. STRMU funds cannot be used to provide first months rent or security deposits for a person moving into a new housing unit.

STRMU assistance is limited to helping the individual remain in the housing where they reside at the time they seek assistance. The assistance is needs based and is not an entitlement. All STRMU assistance must be provided as part of a housing care plan developed for the client by the HOPWA-funded project sponsor following the limits set in these Policies and Procedures and based on assessed need to the person with AIDS.

- **Area to be Served:** Burke, Columbia, McDuffie and Richmond counties in Georgia and Aiken and Edgefield counties in South Carolina
- **General Requirements:**
STRMU may be paid only by project sponsors approved for funding through the competitive application process for HOPWA funds.
- **21 Week Limit:**
Rent, mortgage and utility assistance is limited to a maximum of 21 weeks in a 52- week period. The process for counting the 52-week period is based on the client's year (when the client's assistance begins) not on the fiscal year of the project sponsor. The 21 weeks do not have to be consecutive during the 52-week period. (Project sponsors should not advertise the guaranteed availability of 21 weeks of assistance although the full 21 weeks is eligible for funding under the STRMU program. Instead project sponsors should develop rental assistance programs for clients that require full assistance or help the client find affordable housing which will not require STRMU assistance for the long term)
- **Caps on Assistance:**
An eligible client cannot receive a monthly rental payment that exceeds the area's HUD Fair Market Rent adjusted by unit size and family / household size.
- **Utility Payments:**
STRMU will pay utilities including arrearages with no cap on the amount. However, payment of utility arrearages must achieve two goals:
 - the full amount of utility arrearages is paid
 - the person will be able to resume normal monthly utility payments and, consequently, remain stably housed.When utility arrearages are paid, the 21 weeks begins on the date the bill is due (not on the date when utilities are first provided).
- **Survivor Benefits**
Survivor benefits in the form of STRMU will be provided for no more than ninety (90) days after death of the HOPWA-eligible person
- **Eligible Recipients of Payments:**
Eligible recipients of STRMU payments are limited to third parties - - i.e., the owner or management company of a rental housing unit, the holder of the mortgage, or the utility company to which utility costs are due. No check can be provided to an INDIVIDUAL without a tax identification number whether or not this results in the homelessness of the client.
- **Shared Housing:**
STRMU assistance may be provided for shared housing situations as long as the client has a lease for the housing and when the project sponsor determines that such assistance is necessary as part of the client's housing care plan.
- **Roommates:**
STRMU assistance may be provided for roommates that are both eligible for assistance as long as both roommates are listed on the lease or mortgage.

- **Declaration of Family:**

When two individuals apply for STRMU, they must declare as a family or as roommates at the initial assessment. Changes in this declaration, which affects whether two individuals are living as a couple, are not allowed. The declaration affects the size of apartment / amount of assistance that the client is eligible to receive. (i.e., if two people are living as a couple and have no other members of the household, STRMU assistance is capped at the FMR for one bedroom. However, if two people are living as roommates and there are not other members of the family, STRMU assistance will be capped at the FMR for a two bedroom unit.)

- **1099 Forms:**

Project sponsors administering STRMU are responsible for submitting an IRS 1099 form to all entities that receive STRMU payments.

- **Habitability Standards**

Project sponsors administering STRMU are responsible for ensuring that a unit receiving more than 16 weeks of STRMU assistance meets HUD's habitability standards.

OTHER REQUIREMENTS AFFECTING ALL PROJECTS

The following requirements apply to HOPWA-funded projects.

1. **Fees for Services.**

The project sponsor may charge no fee, except rent, of any eligible person for any housing or services provided with amounts from an HOPWA-funded grant.

2. **Disbursement of Funds.**

Grant funds are not awarded in one lump sum. They are paid on a monthly basis to agencies on a reimbursement basis for eligible costs incurred. Agencies awarded HOPWA funds for operating / maintenance, rental assistance and other non-construction activities are expected to have adequate cash flow to pay project costs and then request reimbursement from the City. No funds will be used to reimburse costs incurred before the beginning of the grant cycle or before the award of the grant, environmental clearance of the project by the City, and execution of the contract between the City and the applicant agency.

3. **Federal Administrative Requirements.**

Agencies must comply with Federal administrative requirements. All agencies awarded HOPWA grants will be required to comply with a variety of requirements governing their use of Federal funds. These include but are not limited to:

- * Standards for Financial Management (OMB Circular A-110)
- * Cost Principles and Allowable Costs (OMB Circular A-122)
- * Federal Audit Standards (OMB Circular A-133)
- * Conflict of Interest (OMB Circular A-110 and 24 CFR 574.440)
- * Procurement Principles (OMB Circular A-110)

Additionally, agencies awarded HOPWA grants will be required to open their books to a representative of the Internal Audit Department of the City to evaluate their financial management systems. City staff will monitor each program to ensure compliance with the terms of the funding agreement between the City and the agency. This will include monitoring records kept by the applicant to demonstrate the eligibility of clients, the services provided, and other required information.

4. **Allocation of Costs.**

Costs funded by several sources must be allocated appropriately. When an agency receives funding from several sources for the same activity or project, the costs must be allocated among the sources in an acceptable manner. The City must approve the allocation plan.

5. **Liability Insurance.**

All agencies awarded funding must maintain liability insurance in the amount of one million dollars (\$1,000,000.00). The cost of the insurance may be included in the project budget.

- 6. Handicapped Accessibility.**
All projects must be accessible to persons with disabilities. Programs, information, participation, communications and services must be accessible to persons with disabilities. Agencies must comply with Section 504 of the Rehabilitation Act of 1974 and Americans with Disabilities Act (ADA).
- 7. Nondiscrimination.**
All agencies must ensure nondiscrimination. This applies to employment and contracting as well as to marketing and selection of program participants. Discrimination is not allowed on grounds of race, color, national origin, religion, sex, age, or disability. Fair Housing laws prohibit discrimination based on the above and on familial status. Disability includes persons living with HIV/ AIDS.
- 8. Formal Termination Policy.**
Agencies awarded funds must develop a formal Termination policy that clearly describes a process by which clients' services may be terminated if program requirements are violated.
- 9. Supportive Assistance.**
Agencies awarded funds must assure that persons with HIV/ AIDS are given assistance in obtaining appropriate supportive services including permanent housing, mental health treatment, medical health treatment, counseling, case management, supervision, and other services essential for achieving independent living. Additionally, agencies must assure that the persons with HIV/AIDS are assisted in obtaining other Federal, State, local and private assistance available for such persons. This will include individually assisting clients to identify, apply for and obtain benefits under each of the following mainstream health and social services programs for which they are eligible: TANF, Medicaid, SSI, Food Stamps, Workforce Investment Act, and Veterans Health Care Programs.
- 10. Confidentiality.**
Agencies / project sponsors must ensure the confidentiality of both the name of any individual assisted by HOPWA and any other information regarding individuals receiving assistance through this program per 24 CFR 574.625.
- 11. Other Federal Regulations.**
Agencies awarded funds must agree to comply with all applicable Federal, State, and local regulations. .

ATTACHMENTS- please attach the items requested in the application

- A. **Articles of Incorporation and Bylaws/ 501(C)(3).** Documents reorganized by the State as formally establishing a private corporation, business, or agency.
- B. **State and Federal Tax Exemption Determination Letters.** Non-profit organizations must submit tax-exempt determination letters from the Federal Internal Revenue Service and the State Franchise Tax Board.
- C. **List of Board of Directors'.** A list of the current board of directors or other governing body of the agency must be submitted. The list must include the name, telephone number, address, occupation or affiliation of each member and must identify the principal officers of the governing body.
- D. **Board of Director's authorization to request funds.** Documentation must be submitted of the governing body's authorization to submit the funding request. Documentation of this requirement consists of a copy of the minutes of the meeting in which the governing body's resolution, motion or other official action is recorded.
- E. **Board of Directors' designated authorized official.** Documentation must be submitted of the governing body's action authorizing the representative of the agency to negotiate for and contractually bind the agency. Documentation of this requirement consists of a signed letter from the Chairperson of the governing body providing the name, title, address, and telephone number of each authorized individual.
- F. **Organizational Chart.** An organizational chart must be provided which describes the agency's administrative framework and staff positions, which indicates where the proposed project will fit into the organizational structure, and which identifies any staff positions of shared responsibilities.
- G. **Resume of the all staff employees**
- H. **Resume of the Chief Fiscal Officer**
- I. **Most Recent Audit/ financial statement**
- J. **Copy of IRS Form 990/ Return of Organization Exempt from Income Tax**
- K. **Statistical Report for last 12-month period**
- L. **Written Letters of Collaborative Partnerships, Memorandum of Understanding**
- M. **Budget(s)/ Budget attachment(s)**

Failure to comply with any of the above items may be reason to deny and return the application

**2013 HOUSING OPPORTUNITIES FOR
PERSONS WITH AIDS (HOPWA) PROGRAM APPLICATION**

Agency Name: _____

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- ___ G. Agency Experience and Capacity**
- ___ H. Termination Policies**
- ___ I. Timeline**
- ___ J. Monitoring/Reporting Plan**
- ___ K. Minimum Financial Management Certification**

To the best of my knowledge and belief, all data in this application is true and correct and the document has been duly authorized by the governing body of the applicant.

Signature of Executive Director

Signature of Board Chair

Date

HOPWA FY2013 Program Year Application

| | | | |
|---|---|--|------------------------------|
| 1. Name of Applicant (Organization / Agency) | | | |
| 2. Street Address | | | |
| City | State | Zip Code | Service Area |
| 3. Official Contact Person (i.e., Executive Director, Director, CEO, etc.) | | Title | Phone Number |
| E-mail Address | | | Fax Number |
| 4. Proposed Project Title | | 5. Project Location (if Different from Applicant Address) | |
| 6. Operating Schedule Beginning Date: _____ Completion Date: _____ | | Hours of Operation | Days of Operation |
| 7. Briefly describe the project for which you are seeking funds. | | | |
| 8. Target Population (i.e., Youth, Senior Citizens, Dually Diagnosed Persons, etc.) | | 9. HOPWA Priority to be Addressed: (Refer to cover letter for HOPWA Priorities) | |
| 10. Total Cost of the Project | 11. Requested Amount | | 12. Funds from Other Sources |
| 13. Type of Request: <input type="checkbox"/> New Services <input type="checkbox"/> Expansion of Existing Services <input type="checkbox"/> Continuation of Existing Program | 14. Project Benefit: (Estimated number of persons and households that will benefit from the proposed project.) <div style="display: flex; justify-content: space-between;"> <input type="text"/> Households <input type="text"/> Persons </div> | | |
| 15. Certification: The applicant certifies that to the best of his/her knowledge and belief all data supplied in this application and attachments are true and correct. The document has been duly authorized by the governing body of the applicant and further understands and agrees that any grant received as a result of this application shall be subject to the grant conditions and other policies, regulation, and rules issued by U.S. Department of Housing & Urban Development (HUD) which include provisions described in grant applications instructions. | | | |
| Name and Title of Applicant (Print) | | Signature of Applicant | Date of Application |

AGENCY DESCRIPTION AND STAFF QUALIFICATIONS

| | | |
|--|------------------------|---------------------|
| Name of Applicant | Proposed Project Title | Date of Application |
| <p>AGENCY DESCRIPTION: Briefly describe your agency and staff qualifications for implementing the proposed program / project.</p> | | |

| STAFF QUALIFICATIONS (List, justify and provide a description for all titles to be paid by the grant) | |
|--|---|
| POSITION / TITLE | MINIMUM QUALIFICATONS (Education and Experience) |
| | |
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NEED(S) AND OBJECTIVES OF PROJECT / OUTCOMES

ASSESSMENT OF NEED(S) – List the need(s) which illustrate the reason for the project. Describe specifically the number of low and moderate income persons to be served.

OBJECTIVE(S) OF PROJECT / OUTCOMES – Objectives should be specific, measurable, and time oriented. Outcomes are the changes that will exist as a result of services provided. Be sure to estimate the number of people who will achieve the desired outcome(s).

METHOD(S) AND EVALUATION OF PROJECT

METHOD(S) – List the method(s) to be used to attain objectives described above and estimated completion date.

EVALUATION – Describe how the project is to be evaluated.

SERVICES AND OPERATIONS COST SUMMARY

| <i>Cost Category</i> | Total Funds Needed | <i>Grant Funds Requested from HOPWA</i> | <i>Funds from Other Sources</i> |
|---|---------------------------|---|-------------------------------------|
| A. PERSONNEL COST | | | |
| Salaries / Wages | | | |
| Fringe Benefits | | | |
| B. CONSULTANT / PROFESSIONAL SERVICES COST | | | |
| C. OTHER COST CATEGORIES | | | |
| Office Expense and Related Cost | | | |
| Program Expense and Related Cost | | | |
| Staff Training and Education Cost | | | |
| Travel, Conferences and Meetings | | | |
| Equipment | | | |
| Space Cost | | | |
| Other (specify) | | | |
| Other (specify) | | | |
| Other (specify) | | | |
| Total Costs | | | |

OTHER SOURCES OF FUNDING RELATED TO THIS APPLICATION

| | | |
|--|--------|------|
| Code all listed fund sources as either (F) Federal Government, (S) State Government, (L) Local City/County Government, (LP) Local Private/Charity Agency, (TP) Third Party Payer or (PI) Program Income. | | |
| ATTACH ADDITIONAL SHEETS IF NEEDED | | |
| SOURCE | AMOUNT | CODE |
| | | |
| | | |
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| | | |
| | | |
| | | |
| TOTAL FUNDS FROM OTHER SOURCES RELATED TO THIS APPLICATION ONLY | \$ | |

SCHEDULE A: PERSONNEL COSTS

| | | | | |
|--|--|---------------------------|--|-----------------------------------|
| List all full and part-time paid staff, including fringe benefits. Justify fringe benefit costs on a separate sheet. | | | Standard Weekly Work Hours / Employee | |
| ATTACH ADDITIONAL SHEETS IF NEEDED | | | | |
| Position Title | Employee Name, Vacant, or New Position | Total Annual Salary | Grant Funds Requested From HOPWA | Funds From Other Sources |
| | | | | |
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| Sub-Totals | | | | |
| _____ % Fringe Benefits | | | | |
| TOTAL PERSONNEL COSTS | | | | |

SCHEDULE B: CONSULTANT SERVICES COSTS

| Nature of Consultant Service | Basis for Cost Estimate (Rate X Time) | Total Funds Needed | Grant Funds Requested From HOPWA | Funds From Other |
|--|--|-----------------------------------|---|-----------------------------|
| | | | | |
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| | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL CONSULTANT SERVICES COSTS | | | | |

SCHEDULE B: CONSULTANT SERVICES JUSTIFICATION

| List and justify each consultant service in same order as on CONSULTANT SERVICES COSTS breakdown. | | |
|---|---------------------------------------|---|
| ATTACH ADDITIONAL SHEETS IF NEEDED | | |
| <i>Nature of Consultant Services</i> | Responsibilities and/or Duties | <i>Minimum Qualifications</i> (Education and Experience) |
| | | |
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Logic Model OMB Approval No. 2535-0114
U.S Department of Housing and Urban Development
Office of Departmental Grants Management and Oversight

| Program | | | | | Component | | | | |
|---|-------------------|--------------------------|-----------------------|---|---------------|---------------------------|----------------|-----------------------------|------------------------|
| Name: | | | | | Name: | | | | |
| | | | | | | | | | |
| Strategic Goals | Policy Priorities | Problem, Need, Situation | Service or Activity - | Benchmarks | | Outcomes | | Measurement Reporting Tools | Evaluation I Process I |
| | | | | Output Goal | Output Result | Achievement Outcome Goals | End Results | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| Policy | Planning | | Intervention | | Impact | | Accountability | | |
| | | | | <u>Short Term</u> | | | | a. b. c. d. e. | |
| | | | | <u>Intermediate Term</u> | | | | a. b. c. d. e. | |
| | | | | <u>Long Term</u> | | | | a. b. c. d. e. | |
| HUD's Strategic Goals 1 Increase homeownership opportunities 2. Promote decent affordable housing. 3. Strengthen communities 4 Ensure equal opportunity in housing 5 Embrace high standards of ethics management, and accountability. 6 Promote participation of grass-roots faith-based and other community-based organizations | | | | Policy Priorities 1 Provide Increased Homeownership and Rental Opportunities for Low- and Moderate-Income Persons. Persons with Disabilities the Elderly and Families with Limited English Proficiency 2. Improving the Quality of Life in our Nation's Communities. 3. Encouraging Accessible Design Features. 4, Providing Full and Equal Access to Grass-Roots Faith-Based and Other Community-Based Organization m HUD Program Implementation. 5. Participation of Minority-Serving Institutions in HUD Programs 6 Ending Chronic Homelessness within Ten Years. 7 Removal of Barriers to Affordable Housing. | | | | | |

LOGIC MODEL INSTRUCTIONS

Program NAME: The HUD funding program under which you are applying. If you are applying for a component of a program please include the Program Name as well as the Component Name.

COMPONENT NAME: The HUD funding program under which you are applying. Note: bolded items are the goals and priorities specific to the HOPWA program, although you may have additional.

Column 1: HUD's STRATEGIC GOALS: Indicate in this column the number of the goal(s) that your proposed service or activity is designed to achieve. HUD's strategic goals are:

1. Increase homeownership opportunities
- 2. Promote decent affordable housing (main HOPWA program goal)**
3. Strengthen communities
- 4. Ensure equal opportunity in housing (secondary HOPWA program goal)**
5. Embrace high standards of ethics, management, and accountability
6. Promote participation of grass-roots faith-based and other community-based organizations

POLICY PRIORITY: Indicate in this column **the number** of the HUD Policy Priority, if any, your proposed service or activity promotes. Applicants are encouraged to undertake specific activities that will assist the Department in implementing its Policy Priorities. HUD's Policy Priorities are:

- 1. Provide Increased Homeownership and Rental Opportunities for Low- and Moderate-Income Persons, Persons with Disabilities, the Elderly, Minorities, and Families with Limited English Proficiency (main HOPWA reporting element)**
2. Improving the Quality of Life in our Nation's Communities
3. Encouraging Accessible Design Features
4. Providing Full and Equal Access to Grass-Roots Faith-Based and Other Community'-Based Organization in HUD Program Implementation
5. Participation of Minority-Serving Institutions in HUD Programs
- 6. Ending Chronic Homelessness within Ten Years (if your program targets this population)**
7. Removal of Barriers to Affordable Housing

Column 2: PROBLEM, NEED, OR SITUATION: Provide a general statement of need that gives the rationale for the proposed service or activity.

Column 3: SERVICE OR ACTIVITY: Identify the activities or services that you are undertaking in your work plan, which are crucial to the success of your program. Not every activity or service yields a direct outcome.

Column 4 and Column 5: BENCHMARKS: These columns ask you to identify benchmarks that will be used measuring the progress of your services or activities. *Column 4* asks for

specific interim or final performance. These outputs should lead to targets for achievement of outcomes. Results should be represented by both the actual number (#) and percentage (%) of the goal achieved.

*Column 4: **BENCHMARKS/OUTPUT GOAL:*** Set quantifiable output goals, including timeframes. These should be products or interim products, which will allow you and HUD to monitor and assess your progress in achieving your program work plan.

*Column 5: **BENCHMARK/ OUTPUT RESULT:*** Report actual result of your benchmarks. The actual result could be number of housing units developed or rehabilitated, jobs created, or number of persons assisted. Outputs may be short, intermediate or long-term. **(This section is not completed with the grant application.)**

*Column 6 and Column 7: **OUTCOMES:*** *Column 6 and Column 7* ask you to report on your expected and actual outcomes - the ultimate impact you hope to achieve. *Column 6* asks you to identify outcomes in terms of the impact on the community, people's lives, changes in economic or social status, etc. *Column 7* asks for the actual result of the outcome measure listed in *Column 6*, which should be updated as applicable.

*Column 6: **OUTCOMES/GOALS:*** Identify the outcomes that resulted in broader impacts for individuals, families/households, and/or the community. For example, the program may seek to improve the environmental conditions in a neighborhood, increase affordable housing, increase the assets of a low-income family, or improve self-sufficiency.

Proxy Outcome(s): Often direct measurement of the intended outcome is difficult or even impossible - to measure. In these cases, applicants/grantees should use a proxy or surrogate measure that corresponds with the desired outcome. For example, improving quality of life in a neighborhood could be measured by a proxy indicator such as increases in home prices or decreases in crime. Training programs could be measured by the participant's increased wages or reading skills. The person receiving the service must meet eligibility requirements of the program.

*Column 7: **OUTCOMES/ACTUAL RESULT:*** Identify specific achievements of outcomes listed in *Column 6*. **(This section is not completed with the grant application.)**

*Column 8: **MEASUREMENT REPORTING TOOLS:***

- a. List the tools used to track output or outcome information (e.g., survey instrument; attendance log; case report; pre-post test; waiting list; etc);
- b. Identify the place where data is maintained, e.g. central database; individual case records; specialized access database, tax assessor database; local precinct; other;
- c. Identify the location, e.g. on-site; subcontractor; other;
- d. Indicate how often data is required to be collected, who will collect it, and how often data is reported to HUD; and
- e. Describe methods for retrieving data; e.g. data from case records is retrieved manually, data is maintained in an automated database.

*Column 9: **EVALUATION PROCESS:*** Identify the methodology you will periodically use to assess your success in meeting your benchmark output goals and output results, outcomes associated to the achievement of the purposes of the program, as well as the impact that the work has made on the individuals assisted, the community, and the strategic goals of the Department. If you are not

meeting the goals and results projected for your performance period, the evaluation process should be used as a tool to ensure that you can adjust schedules, timing, or business practices to ensure that goals are met within your performance period.